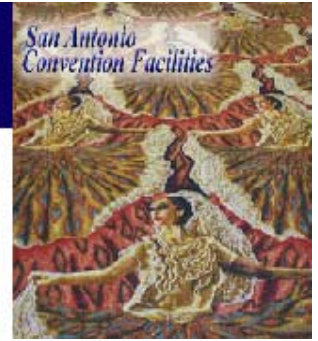


# Meeting Planner's Checklist



*(This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event. All items should be submitted to your Event Services Coordinator, unless otherwise noted.)*

## 12 Months Out

- Provide a copy of last year's annual meetings and convention resume.
- Place your Events Coordinator and catering sales manager on your mailing list.
- Submit your exhibit and registration floor plans to the Fire Marshal for approval. This should be done prior to selling any booth space.

## 9 Months Out

- Provide two (2) copies of your Fire Marshal approved floor plans to your Event Services Coordinator.
- Review services and policies with our in-house service providers (catering, concessions, audio/visual, electrical, security and telecommunications.)
- Provide information on any potential outside service suppliers, including:
  - Meeting Planning Consultants
  - Exposition Service Contractor / Decorator
  - AV / Production Company
  - Badge Checkers
  - DMC / Transportation
  - First Aid
  - Registration

## 6 Months Out

- Schedule a site visit / planning meeting with your Event Services Coordinator.
- Submit an exhibitor service kit and exhibitor list.
- Provide copies of your **revised floor plans** to the Fire Marshal for approval. Once approved, forward two (2) copies to your Event Services Coordinator
- Discuss preliminary food and beverage needs with your catering sales manager.
- Submit your transportation plan (buses, shuttles, etc.)

## 3 Months Out

- Submit your preliminary meeting room & ballroom(s) schedule and set-up requirements for review.
- Submit rigging plans for consideration.
- Submit your telecommunications requests to Smart City.
- Contact SAPD to discuss your event security requirements.

- Schedule food and beverage tasting with your catering sales manager.
- Finalize outside service contractor arrangements:
  - Meeting Planning Consultants
  - Exposition Service Contractor / Decorator
  - AV / Production Company
  - Badge Checkers
  - DMC / Transportation
  - First Aid
  - Registration

### **2 Months Out**

- Schedule pre- and post-convention meetings.
- Lock in Equipment Rental Rate with your Event Services Coordinator.
- Certificate of insurance is due.

### **1 Month Out**

- Final exhibit hall and lobby floor plans are due.
- Final exhibit hall schedule of events is due.
- Final meeting room & ballroom(s) schedule and set-up requirements are due.
- Final security plan is due. Subject to approval by your SAPD contact.

### **3 Days Prior to Move In**

- Guarantee guest count for food and beverage services with your catering sales manager.
- At Pre-Con:
  - Receive Keys Needed for event
  - Discuss any changes to event resume
  - Discuss first Aid Location (if any)
  - Final Shuttle Schedule